

MEMORANDUM

To: Institutional Effectiveness Contacts

From: Mike Raley

The two-year institutional effectiveness reporting cycle for alumni survey data requires collection of this information for inclusion in the IE report in August, 2007. In an effort to meet your planning timetables, I am sending Excel files containing the required questions and reporting sheets to you so that you may have the necessary lead time to integrate the alumni survey into your normal survey process. While other questions can be asked on the survey, the enclosed survey questions must be asked as presented in the attached document.

The attached Excel file contains four worksheets:

- Alumni Survey (All institutions)
- Placement Survey (Four-year institutions)
- Alumni Survey Summary Sheet
- Placement Survey Summary Sheet

The two summary worksheets are to be used in reporting your survey results to the CHE by August 1, 2007, and posting the information on your web pages for hyperlink access from the 2008 edition of A Closer Look at Higher Education in South Carolina. Each institution will be responsible for posting its survey results on its own website. The attached summary forms should be used to report only the required information to the Commission.

We are asking that the survey results summary forms be submitted electronically as an Excel document. Please note that the forms require the insertion of the institution name, and that they have calculated fields (indicated by the display of "Calculated" in the cell) which will update automatically as data are entered.

Please remember that graduates from academic year 2003-2004 are to be surveyed. (Summer 2, 2003; Fall, 2003; Spring, 2004; and Summer 1, 2004)

If you have any questions please contact me at (803) 737-3921 or via e-mail at mraley@che.sc.gov.